

Request for Qualifications for Design-Build Services

Halifax County Multi-Purpose Recreation Facility

Pursuant to G.S. 143-128.1A and 143-64.31, Halifax County (the County) hereby solicits qualifications for design-build services for the design and construction of the Halifax County Multi-Purpose Recreational Facility (the Project).

By state law, a “design-builder” is defined as an appropriately licensed person, corporation, or entity that, under a single contract, offers to provide or provides design services and general contracting services where services within the scope of the practice of professional engineering or architecture are performed respectively by a licensed engineer or licensed architect and where services within the scope of the practice of general contracting are performed by a licensed general contractor. Persons or entities that cannot meet this definition should not submit qualifications.

Questions or requests for clarification about this RFQ shall be made in writing by the End of Question Period deadline of 5:00 pm, July 15, 2025, and addressed to

Christina Wells, Deputy County Manager
P.O. Box 38
Halifax, NC 27839
Phone: (252) 583-1131 ext. 2254
E-mail: wellsc@halifaxnc.com

Please note that the County’s responses to questions or requests for clarification will be posted on the County webpage at www.halifaxnc.com. Responding firms are encouraged to review answers and clarifications on the county webpage or by contacting Christina Wells at wellsc@halifaxnc.com. The County is not responsible for a responding firm’s failure to heed this advice.

Submissions must be received by 5:00 pm on July 31, 2025, by delivery to

Christina Wells, Deputy County Manager
Halifax County
P.O. Box 38 (if by mail)
or
10 North King Street (if by courier)
Halifax, NC 27839

Submissions received after this date and time will not be considered.

The following information, directives and instructions are provided pursuant to G.S. 143-128.1A(c)(1) through (8):

G.S. 143-128.1A(c)(1).

The Project Site.

The Project will be located at the Halifax County 4-H Rural Life Center, 13763 NC Highway 903, Halifax, NC 27839. The selected design-builder will confer with the County to determine the exact location of the Project. Interested firms are invited (but not required) to visit the site with a representative of the County on July 8, 2025, at 4:00 p.m.

G.S. 143-128.1A(c)(2).

The Project Scope.

A 7200-square-foot multi-purpose recreation center at the Halifax County 4-H Rural Life Center. The Project will include site preparation, concrete slab, recreation center with recreational flooring, utilities, parking area and graded drive. The facility will include a commercial kitchen, storage, interior restrooms with changing areas and shower facilities, exterior restrooms, a 48' x 60' multi-purpose area, and a 48' x 60' court area (suitable for pickleball, volleyball, basketball, etc.).

The design-builder's scope of work will include the following (to be detailed in the contract negotiated with the selected design-builder):

- Site Evaluation and Recommendation
- Schematic Design
- Design Development
- Permitting, Reviews and Approvals
- Construction Documents
- Construction Administration
- Construction
- Post Construction Phase/Deliverables

G.S. 143-128.1A(c)(3).

The Anticipated Project Budget.

The Project is being funded with a grant from the N.C. Parks and Recreation Trust Fund (PARTF) with matching funds from the County. The total Project budget, including construction-related expenses, architectural programming, design and construction-related services, testing services, public jurisdiction fees and charges, permits, FFE, contingency and any other building-related professional service fees necessary to fully complete and furnish the Project shall not exceed \$843,074.00.

G.S. 143-128.1A(c)(4).

The Project Schedule.

The Owner intends to select the best qualified firm by August 8, 2025, and to negotiate a design-build contract for approval by the County Board of Commissioners by September 2, 2025. The substantial completion date for the Project is no later than May 1, 2027. The County reserves the right to make adjustment to this schedule as necessary.

G.S. 143-128.1A(c)(5).

The Criteria to be Considered for Selection and Weighting of the Qualifications Criteria.

See Attachment A

G.S. 143-128.1A(c)(6).

Notice of any rules, ordinances, or goals established by the County, including goals for minority and women-owned business participation and small business participation.

See HUB/Minority Business/Small Business participation information stated in Attachment A.

G.S. 143-128.1A(c)(7).

Other Information and Instructions for Submitting Qualifications for the Project.

a. Request for Clarification.

During its evaluation process, the County reserves the right to request, in its sole discretion, any clarification it needs in order to understand a responding firm's assessment and approach to the Project.

b. Ranking; Interviews; Fewer Than Three Responses.

After evaluating the responses to this RFQ, the County will rank the three most highly qualified responding firms. However, before completing this evaluation/ranking process, the County may elect to conduct interviews with up to three responding firms to help determine a final ranking. If fewer than three responses are received, the County will re-advertise the RFQ pursuant to G.S. 143-128.1A(d).

c. No Fee Information; Negotiation of Contract.

Selection will be made without regard to fee other than unit price information, if any. Do not submit a fee for the work at this time. Pursuant to G.S. 143-64.31, after making a determination of the best-qualified firm, the County will attempt to negotiate a contract for design-build services at a fair and reasonable fee with that firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm will be terminated and initiated with the next best qualified firm.

d. Qualifications-Based Selection of Design-Builder's Design Professionals.

In accordance with G.S. 143-128.1A(e), the prospective design-builder shall certify in its response that each design professional who is a member of the proposed design-build team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31.

e. Performance and Payment Bonds.

The design-builder shall provide a performance and payment bond in accordance with the provisions of Article 3 of Chapter 44A of the General Statutes.

f. Written Approval of Changes in Key Personnel.

After the contract is awarded, the design-builder shall obtain written approval from the County prior to changing key personnel identified in its response to this RFQ.

g. Pre-Construction Project Planning.

The design-builder, as a part of its design and preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate, along with evaluations of any value engineering measures. At an appropriate point during the project and prior to contracting, the Owner will ask the Design-Builder to commit to a Lump Sum price for all its design and construction services.

h. Design-Build Team Minimum Qualifications. (See Attachment B)

i. Submittal Requirements and Format. (See Attachment C)

j. Checklist for Required Items in Submissions. (See Attachment D)

k. E-Verify Compliance.

The design-build contract will require that the design-build project team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

G.S. 143-128.1A(c)(8).

County's Specification of Design-Builder's Project Team Selection.

The County directs that the project team selection option specified in G.S. 143-128.1A(c)(8)a. shall be used for this Project. Therefore, responding firms shall provide a list of the licensed contractors, licensed subcontractors, and design professionals whom they propose to use for the project's design and construction. The selected design-builder may self-perform some or all of the work with employees of the design-builder and, without bidding, also enter into negotiated subcontracts to perform some or all of the work with subcontractors, including, but not exclusively with, those identified in the list. In submitting its list, the selected design-builder

may, but is not required to, include one or more unlicensed subcontractors the selected design-builder proposes to use. Under this project team selection option, the selected design-builder may, at its election and with or without the use of negotiated subcontracts, accept bids for the selection of one or more of its first-tier subcontractors.

Attachment A

Criteria to be Considered for Selection and Weighting of the Qualifications Criteria

Responses to this RFQ will be evaluated and ranked by an RFQ evaluation committee comprised of county employees appointed to assess submitted qualifications. Each responding firm will be evaluated and short-listed based on their score (100 points maximum) as determined by the qualification review process and criteria noted below.

1. Project Understanding and Approach – 20 points

Points for this criterion will be awarded based on an evaluation of the responding firm's understanding of the County's goals and objectives for the Project and the proposed methodology for meeting those goals and objectives. The responding firm should provide a comprehensive narrative statement illustrating a clear and concise understanding of the requirements of the Project, potential issues (and proposed solutions) and a preliminary overall project schedule. The responding party should clearly address the approach to dealing with key tasks, activities and issues (including the permitting process) required to complete each project phase including deliverables, proposed construction schedule and project coordination issues.

2. Design-Build Team Experience and Qualifications – 30 points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the responding firm as a design-builder and the licensed contractor or subcontractors identified as being part of the project team. Evaluation criteria will focus on the responding party's clear identification of each proposed contractor or subcontractor, the expertise each will bring to the design-build process, their track record with "on-time and on budget"

projects and achieving acceptable levels of quality, any current, pending or past project legal issues or litigation, safety records and professional reputation credentials.

3. Design Professional's Experience and Qualifications – 25 points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the design professionals identified being a part of the project team. Responses should identify each key individual, their experience with the design-build process (including specific experience with the project team's general contractor), as well as experience with similar projects. Also of importance are the design firm's litigation and/or arbitration records, reputation, references and referrals.

4. Statement of Why the Responding Firm Should be Selected – 15 points

Points for this criterion will be awarded based on an evaluation of the responding firm's statement indicating why it should be selected as design-builder for the Project. This statement should illustrate specific professional capacities or unique qualifications relating to this project that differentiates the responding firm and its proposed project team from other qualified responding firms.

5. HUB/ Minority Business/Small Business Participation – 5 points

Points for this criterion will be awarded based on an evaluation of the responding firm's plan for the recruitment of historically underutilized businesses as defined in G.S. 143-128.4 and strategies to achieve the County's minority business participation goal of 10 percent pursuant to G.S. 143-128.2, as well the recruitment of small business participation as contemplated for design-build projects under G.S. 143-128.1A(b)(5).

6. Quality and Responsiveness of Response – 5 points

Points for this criterion will be awarded based on an evaluation of the overall quality and responsiveness of the responding firm's submittal, including extent to which the RFQ instructions were followed, accuracy, organization, clarity and completeness of the information submitted.

[End of Attachment A]

Attachment B

Design-Build Team Minimum Qualifications

Firms that do not meet the following criteria will be automatically disqualified.

1. Firm's "Designer(s) of Record" MUST have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work. A copy of the license(s) is to be included in the response.
2. Firm's "Builder" MUST have a current North Carolina Contractor's license with an unlimited building classification. A copy of the license is to be included in the response.
3. Lead Design-Build firm MUST have bonding capacity to provide the payment and performance bonds required under Article 3 of Chapter 44A of the General Statutes.
4. Lead Design-Build firm MUST be able to provide a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.

5. Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of the Project including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the County with certificates of insurance for each type of insurance described herein. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000 combined single limit
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 each accident/total/disease/ employee disease

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$5 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher.

NOTE: In order to be deemed eligible for evaluation, the submitting lead Design-Build firm must include a signed declaration attesting to its ability to meet the above requirements and coverages.

[End of Attachment B]

Attachment C

Submittal Requirements and Format

Submitters must provide five (5) copies of their written submittal in a sealed package (including one unbound original suitable for photocopying and one in PDF digital format) to Christina Wells by the submission deadline noted in this RFQ. The name and address of the submitter should appear on the outside of the sealed package, and the package should reference the project in the following manner:

*“RFQ Submittal for Design-Build Services –
Halifax County Multi-Purpose Recreation Center ”*

Each submittal copy shall be identical in content. Submitters shall follow the checklist outlined in this RFQ. Responses should be concise, clear, and relevant. The submitter's cost incurred in responding to this RFQ is the submitter's alone, and the Owner does not accept liability for any such costs. The County will not and shall not be required to return any item submitted.

In order for the County to evaluate submissions fairly and completely, Firm/Teams should concisely follow the format set out herein and provide all of the information requested.

Submissions shall be bound, numbered consecutively, double-sided, on 8-1/2" x 11" sheets with maximum of 30 pages, not including the coversheet, back cover, cover letter, Table of Contents, Resumes and other county-required attachments .

A maximum of two (2) sheets may be 11" x 17" for schedules or other information necessary to depict the proposed Project Approach/Action Plan.

The County desires to limit the expense that submitters incur to respond to this RFQ. Therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should emphasize their responsiveness to the evaluation criteria (See Attachment A). If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

Submitters must confirm that the Firm/Team will comply with all of the provisions in this RFQ. **Submissions must be signed by a company officer empowered to bind the company.** A Firm/Team's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive, and the Qualification may be rejected.

[End of Attachment C]

Attachment D

Checklist for Items Required in Submissions

Submitters must include the following mandatory items in their submissions:

Cover Letter

Qualifications must include a Cover Letter with the complete name and address of the primary firm/company and the name, mailing address, and telephone number of the person the County should contact regarding the Qualification. If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. Indicate on the first page of the submittal which firm is the lead Design-Builder, any firm/company qualifying as a minority entity and the individual whose signature grants authority to bind Submitter to the provisions of the RFQ.

Table of Contents

You must include corresponding tabs/dividers in the body of the submittal to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page then place all corresponding tabs on that page.

Executive Summary

A brief narrative statement of understanding of the scope of work, key challenges and the submitter's overall vision and approach for the successful development of a high-quality project consistent with the minimum criteria requirements outlines in this RFQ.

Project Understanding and Approach

Refer to Attachment A

Design-Build Team Experience and Qualifications

Refer to Attachment A

Design Professional's Experience and Qualifications

Refer to Attachment A

Plan for HUB/Minority Business/Small Business Participation

Refer to Attachment A

Statement of Why the Responding Firm Should be Selected

Refer to Attachment A

Executed Design-Build Team Declaration Statement

Refer to Attachment E

[End of Attachment D]

Attachment E**Design-Build Team Declaration Statement**

1. We (the submitting Design-Build entity) certify that each licensed design-build team member including design professionals and sub-consultants included in this submittal was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina's General Statute on procurement of construction services (G.S. 143-64.31.)

2. We certify that our Design-Build entity's "Designer(s) of Record" have current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work.
3. We certify that our Design-Build entity's "Builder" has a current North Carolina Contractor's unlimited license.
4. We certify that our firm/company will have and maintain liability insurance coverage for a total of \$1 million/occurrence and \$1 million/general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.
5. We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record / Design Professionals of not less than \$5 million per claim.
6. We certify that our firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the project.
7. We certify that our firm can and will obtain a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
8. We certify that our firm/company/personnel has/have no potential or actual conflict of interest to report and that no relationships, transactions, circumstances or positions held are believed to contribute to any such conflict of interest.

I, the undersigned, hereby certify that the information set forth in this declaration is true and complete to the best of my knowledge and that I have full authority to execute this declaration on behalf of the Design-Build entity responding to this RFQ.